

Revised Policy on UGSI Appointments May 2019

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To: Deans, Department Chairs, Head Graduate Advisors, Graduate Student Affairs Officers, Student Affairs Officers

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Policy on hiring undergraduates as Undergraduate Student Instructors (UGSIs)

This memo articulates the policies and processes for appointing undergraduates as UGSIs. It follows from and adapts current [campus policies](#), as derived from a [May 2002 memo](#) from then Associate Dean of the Graduate Division Joseph Duggan, a [March 2008 memo](#) from then EVCP George Breslauer noting that UGSIs are eligible for partial fee remission in accordance with the UC-UAW Contract, the Graduate Council [Policy on Appointments and Mentoring of Graduate Student Instructors \(revised May 2016\)](#), and a [2016 MOU](#) between the College of Engineering and the Graduate Division.

Policy:

Undergraduates may be appointed as UGSIs by exception, if a department is unable to recruit a qualified graduate student to fill an essential GSI position. Authority for approving UGSI appointment requests lies with the relevant Dean of the student's own College,¹ even if the hiring unit differs from the college where the student is enrolled.

All undergraduates who are to be appointed as UGSIs must meet the following requirements:

- 1) be registered as a student in the semester in which they are teaching;
- 2) be fully enrolled (within College policy) during the semester in which they are teaching (depending on the policies of the student's own college);
- 3) have upper division status when they begin teaching;
- 4) have taken the class for which they are being appointed, its equivalent, or a more advanced course, with a grade of A- or better (grade exceptions can be made by the instructor of the course);
- 5) be in good academic standing;
- 6) have an overall GPA of 3.0 or higher.

¹ Usually the undergraduate dean, who is expected to consider the potential impact of the appointment on the prospective appointee's own academic progress.

Academic units, either hiring units or the student's own department/college, may impose additional or higher requirements for eligibility to serve as a GSI while an undergraduate (e.g. a limit on Incomplete grades, higher GPA, or higher grade received in the course in which they will serve). The cognizant Dean can consider rare exceptions in cases in which a potential UGSI does not fulfill the above requirements.

Like graduate student GSI appointees, undergraduate appointees who do not speak English as a native language must satisfy the [English Language Proficiency requirement](#) before they can teach.

If the UGSIship is their first appointment, students must also 1) attend the New ASE orientation, 2) attend the Teaching Conference for first-time GSIs, 3) complete the online course on Professional Standards and Ethics **before they interact with students (in person or online) in their role as an instructor**, and 4) complete the [300-level semester-long pedagogical seminar](#) on teaching either before teaching or during the semester in which they first teach.

As with graduate students serving as GSIs, all departments have a responsibility to provide ongoing mentoring and oversight for undergraduates who teach in their units, primarily via the department's [Faculty Advisor for GSI Affairs](#). This mentoring and oversight must appropriately recognize the demands of the *undergraduate* program(s) in which the UGSI is enrolled.

The appointment percentage for a UGSI should accurately reflect the time and effort needed for the UGSI to fulfill her or his duties. Under [the UC-UAW contract](#), any GSI (or UGSI) appointed at 25% or above is eligible for tuition and fee remissions for the semester in which they are teaching. When making UGSI appointments, hiring units should be clear about the total number of hours per week that the student will be expected to work, keeping in mind the need to assure that the student's own academic progress will not be hindered by their UGSI duties.

It is the instructor's responsibility to set clear expectations about a UGSI's duties and to ensure that a UGSI can fulfill those duties within the allotted work hours. Likewise, as per the UC-UAW contract, it is the UGSI's responsibility to advise the instructor if she or he perceives that her or his assigned duties may exceed the assigned workload maximum. Under no circumstances can a UGSI be appointed at higher than 50% FTE.

Procedure:

Hiring units must submit a petition to the cognizant College Dean, indicating the appointment percentage, that the student meets all eligibility requirements, has completed or will complete the Professional Standards and Ethics online training, will attend the ASE orientation and the Teaching Conference for first-time GSIs (if they have not already done so), has fulfilled the English language proficiency requirement (if applicable), and will be enrolled in a 300-level pedagogy course during the semester in which they are teaching (if they have not already

successfully completed a pedagogy course that meets campus and departmental requirements).

Petitions should be submitted no later than one month before the start of classes, so that there is sufficient time for the Dean to review the request, for the undergraduate to be onboarded via CSS HR, and for the undergraduate to complete the necessary online training and register for the Teaching Conference and a pedagogy course.

The procedures for appointing a UGSI follow those established for all other ASE positions. Each student appointed as a GSI, AI-GS, Tutor, or Reader must receive from the hiring unit a written notice of appointment (which can be via email) and supplemental documentation as specified in [Article Two](#) of the contract between the University and the UAW. Departments must not issue Letters of Appointment until necessary exceptions and other approvals are obtained. Hiring is not final until 1) a formal written offer is made by authorized departmental staff and 2) the ASE accepts the offer in writing.

Departments are required to notify all ASEs of expectations and workload requirements at the beginning of the semester, and of any substantial changes that might occur during the semester in accordance with the UC–UAW agreement. Course assignments may be changed if enrollments are significantly higher or lower than expected. This notification may be by letter or electronic mail. Any such changes must be in accordance with [Article Three](#) of the UC-UAW Contract.

For further information on ASE appointment procedures, see the Graduate Division's handbook on [Graduate Student Academic Appointments](#).